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10 DEC 1982

MEMORANDUM FOR: Chief, Logistics Services Division, OL
Chief, Real Estate & Construction Division, OL

FROM:
Chief, Building Planning Staff, OL

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SUBJECT: Space Planning

1. At the outset of the new building project, it was recognized that a detailed space requirements statement would be required to both design and defend the proposed new building on Headquarters compound. It was also noted that final organizational assignments to new space at Headquarters would logically occur late in the project. This created a need to construct a requirements system large enough to track space requirements of all components eligible to reside at Headquarters.

2. The attachment provides a general description of the system built with the assistance of Plans & Programs Staff/Systems Analysis Branch. The system became active in the fall of 1981, and requirements updating has been underway since then. At this time, approximately 95 percent of the DDA and DO requirements are current. The ODS&T requirements are 25 percent complete and should be 95 percent complete by the end of the year. We have just recently requested the DDI update, which will reflect the new organizations, and this should be available by mid-January.

3. The advantages to this staff in using this planning technique are:

- a. The substantial reduction in clerical workload achieved by using the Office of Personnel database for loading the bulk of the planning information.
- b. The greater equity achieved in allocating space because of the weights applied to the component grade structures.

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4. The purpose of this memorandum is to suggest that this planning tool be incorporated into the space planning methods of your components as an adjunct to your current techniques. This would benefit us by validating our technique and may benefit your components by providing a better tool. CRAMS is a good tool to keep us informed on where we are. SPREAD is intended to provide the next step, i.e., where we need to go.

5. We are interested in your comments.



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